

Documenting Yourself

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Success Statements

I "improved this thing" by "this measurable amount" using "this method".

What did you improve? _____

By how much? (time or money) _____

How did you do it? _____

Now write the statement out:

Brag Sheet

Record of Achievement

Write a single major goal you accomplished in the last quarter (3 months)

What are the success statements that back up that goal?

Goals

Write a specific career goal

How can achieving that goal help your company?

What have you done to make sure you can achieve this goal?

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Elevator Pitch

Who is your audience? _____

What is their goal for this meeting? _____

What are some tasks you did in the last year and the skills they improved?

Task	Skill

What was your favorite project from your current or last job?

What was your role (not title, what you actually did)? _____

How would you explain that project to a stranger? _____

What lessons did you learn from that project? _____

What skills did you learn or level up from that project?

What are you looking to do next?
